

WORKPLACE ADJUSTMENTS (DLI) PROCEDURE

Section 1 - Preamble

(1) This Procedure is effective from 15 December 2025.

Section 2 - Purpose

(2) Deakin Lancaster Indonesia (DLI) values diversity, embraces difference, respects and welcomes all. DLI is committed to providing an accessible and inclusive workplace to enable people with temporary or permanent disability or medical conditions to safely perform in all aspects of employment. Workplace adjustments remove barriers so that individuals with disability or a medical condition can perform the inherent requirements of their position.

Section 3 - Scope

(3) This DLI Workplace Adjustments Procedure applies to all prospective and current staff working primarily at the DLI Campus.

(4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s), DLI staff and/or associates concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

(5) This Workplace Adjustments (DLI) Procedure is pursuant to DLI's Diversity, Equity and Inclusion Policy and sets out the organisation's formal expectations, standards, and procedures relating to specific areas of work. It provides clear guidance for employees and managers on their responsibilities, supports consistent and fair decision-making, and helps ensure a safe, organised, and compliant working environment.

Section 5 - Procedure

(6) Workplace adjustments can be made to support individuals with an injury, ill health or disability to perform their role. A disability is defined as an individual with long-term physical, intellectual, mental, and/or sensory limitations who may face barriers to full and effective participation in society on an equal basis with others.

(7) It is unlawful to discriminate on the basis of disability and DLI is committed to making reasonable workplace adjustments where required.

- (8) Adjustments can be reasonable changes to a work environment that support individuals to take part in work-related activity and/or effectively undertake the inherent requirements of their job. Adjustments are unique to each individual and should be tailored to meet individual requirements and circumstances.
- (9) Workplace adjustments can be effective in enabling current or prospective staff with a disability, injury or a medical condition to:
 - a. safely perform the inherent requirements of their job;
 - b. have equal opportunity in recruitment processes, promotion, training and development;
 - c. experience equitable terms and conditions of employment;
 - d. increase productivity;
 - e. participate fully in all areas of employment; and
 - f. seek to prevent health conditions from deteriorating.

Reasonable adjustments

- (10) Workplace adjustments may be temporary or permanent. Examples of workplace adjustments include, but are not limited to:
 - a. provision of appropriate equipment or assistance to ensure there is no barrier in the recruitment and selection process;
 - b. modifications to equipment or the supply of specialised equipment, furniture or work related aids;
 - c. alterations to premises or work areas;
 - d. flexible working arrangements including changes to start/finish times;
 - e. providing essential information in accessible formats;
 - f. provision of sign language interpreters, speech to text readers or captioning;
 - g. adjustments to work tasks and methods; and
 - h. provision of support and training to co-workers/leaders; and
 - i. approving an additional request for leave relating to an injury, ill health or disability.
- (11) A staff member's request for extra leave, for a reason related to their disability, will be treated as a request for reasonable accommodation and will be evaluated accordingly on a case-to-case basis.

Access to Work, Facilities and Amenities

- (12) DLI will make every effort to ensure that all parts of the DLI Campus is accessible to persons with disabilities. DLI will use its best efforts to make appropriate official programs, training sessions and events reasonably accessible to employees with disabilities.
- (13) Some of the specific measures that DLI has endeavoured to put in place, and will continue to do so going forward, are:
 - a. ensure that adequate and well-illuminated spaces, with access to elevators, where relevant, are allocated to persons using mobility devices such as wheelchairs and walkers, as well as those walking with the assistance of other persons;

- b. ensure that signage within the workplace/premises is visible and legible to all staff, including providing braille and audio signs wherever possible;
- c. provide conveniently located washrooms that are accessible to persons with disabilities;
- d. ensure that the only way to move between levels is not by way of stairs, and that persons with disabilities have access to ramps or elevators;
- e. provide resting facilities, especially in parts where the persons with disabilities are required to cover large distances;
- f. make waiting areas, canteens and other facilities accessible to persons with disabilities;
- g. provide clearly defined reserved parking to persons with disabilities at a convenient distance from the workplace building;
- h. install handrails wherever necessary;
- i. ensure that drinking water units/fountains are accessible to staff with disabilities; and
- j. put in place a system for evacuation of all staff, including persons with disabilities, in case of an emergency (e.g. fire).

(14) To the extent possible and relevant, DLI will extend these measures to visitors who are persons with disabilities.

Requesting a Workplace Adjustment

- (15) Staff and visitors may discuss the adjustment request with their People Leader, or may contact the DLI People Function to request appropriate adjustments commensurate with the activity they are undertaking at DLI.
- (16) When requesting a workplace adjustment, individuals may disclose a disability or medical condition. There is no requirement on staff to disclose information, however, if such information is not provided, this may limit the ability to accommodate workplace adjustments. Individuals may also be asked to provide medical evidence to support a request.
- (17) Information related to an individual's disability or medical condition will be treated in accordance with the Privacy (DLI) Policy.

Recruitment

- (18) All positions advertised will be available to all candidates to apply, irrespective of whether they have a disability or a medical condition. An individual may elect to disclose whether they have a disability or medical condition when they are applying for a position at DLI.
- (19) During the application process, individuals may discuss any required workplace adjustment(s) prior to participating in the interview and selection process, during or before commencement of employment. There is no requirement to share the details of the disability or medical condition.

During employment

- (20) The manner of employment of an individual with disabilities will be the same as the process prescribed for the employment of individuals without disabilities, subject to reasonable accommodations and applicable law.
- (21) An individual may elect to disclose whether they have a disability, injury or medical condition when they receive a contract of employment by DLI. This will enable DLI to provide effective and early support, if required.
- (22) Existing staff who wish to seek reasonable adjustments relating to a disability, injury or medical condition are encouraged to speak with their leader about their requirements. After an initial discussion, the staff member's leader may implement the adjustment, or they may seek advice or assistance from the DLI People Function. Alternatively, staff may prefer to seek advice from the DLI People Function directly.
- (23) A leader may also request the assistance or advice of the DLI People Function to provide support regarding workplace adjustments for a staff member returning to work following a long term or complex illness or injury.
- (24) The DLI People Function will work with the staff member and their leader to identify what reasonable workplace adjustments can be made and if required, documented adjustments in a Workplace Adjustment Plan.
- (25) At any point in the development of a Workplace Adjustment Plan (if required), the staff member and/or a member of the DLI People Function may seek support from other internal or external stakeholders, for example other members of the DLI People Function, a health provider, or a disability service provider. Where confidential information is requested to be sought from external parties, the staff member's consent will be obtained.
- (26) There is no requirement on staff to disclose their disability or medical condition to DLI, however, if such information is not disclosed, workplace adjustments may not be able to be accommodated.

Assessing and determining workplace adjustments

- (27) When assessing workplace adjustments, the DLI People Function and the staff member's leader will make genuine attempts to accommodate the request and implement the adjustments, unless the adjustment would result in unjustifiable hardship to DLI.
- (28) To determine whether the adjustment would result in unjustifiable hardship, the DLI People Function and the staff member's leader will consider:
 - a. whether the adjustment is reasonable;
 - b. whether the inherent requirements of the job can be performed, even if the adjustment is made;
 - c. the financial impact and estimated amount of expenditure required to be made in making the adjustment;
 - d. the effect the adjustment would have on other staff and disruption to the work area (including on efficiency and productivity); and
 - e. restrictions to the amendment of a building due to council or other applicable laws.
- (29) The DLI People Function and the staff member's leader will consult with the staff member during the assessment process. If the request is denied based on unjustifiable hardship, the reasons for this decision will be provided to the staff member in writing.

Implementing workplace adjustments

- (30) Once the workplace adjustment has been reviewed and agreed by the staff members People Leader or DLI People Function, it is the responsibility of the leader to ensure that the agreed adjustments are implemented within a reasonable period.
- (31) The timeframe for implementing workplace adjustments will vary depending on individual circumstances and the type and complexity of the workplace adjustment. The leader will make details of expected timelines available to the staff member requiring adjustment, aspiring to implement the adjustment(s) within the following timeframes:
 - a. for new employees, before commencement in the new position, provided it is practicable to do so; and
 - b. for existing employees, no longer than 21 working days, provided it is practicable to do so.
- (32) Costs for workplace adjustments are covered by the relevant area in which the staff member is employed.

Monitoring adjustments and ongoing support

- (33) The staff member and their leader should agree on review dates for any workplace adjustment to ensure that the adjustment has been appropriate and effective. Adjustments should be reviewed as required to ensure the adjustment continues to be successful in enabling the staff member to work safely and productively.
- (34) Where the adjustments involve reduced hours for a temporary period, the DLI People Function will work together with the staff member and their leader to ensure that the duties and hours are consistent with capacity for work, and that hours are gradually increased in accordance with supporting medical advice.
- (35) Staff members are responsible for keeping their leader and the DLI People Function updated with any relevant changes in their disability or medical condition.

Maintaining records

- (36) To ensure DLI is fulfilling its legislative obligations in accordance with all relevant Australian (like Rights of Persons with a Disability Act, 2016), United Kingdom and Indonesian laws, DLI will maintain records of matters relating to:
 - a. the employment of individuals with a disability or medical condition, facilities provided and other necessary information in such form and manner as may be prescribed by the Government of Indonesia; and
 - b. the number of individuals with a disability seeking employment.
- (37) These records shall be open to inspection by those authorised by the Government of Indonesia.

Section 6 - Definitions

- (38) For the purposes of this Workplace Adjustments Procedure:
- (39) **Disability:** includes any physical, mental, or sensory impairment, illness, or disorder, whether permanent, temporary, past, future, or perceived, that affects a person's bodily or mental functions.
- (40) **DLI People function:** includes the DLI People Workstream with people representatives from Deakin University and Lancaster University.

- (41) **Inherent Requirements:** The essential tasks or capabilities needed to perform a job safely and effectively, without which the role cannot be carried out.
- (42) **Unjustifiable Hardships:** When providing a reasonable adjustment, if it would cause significant difficulty or expense to an employer, considering factors like cost, benefit, and financial circumstances.
- (43) **Workplace Adjustment Plan:** A documented plan developed with the employee and their leader, outlining temporary or permanent changes to duties or conditions to enable safe and effective work, often based on medical advice.

ASSOCIATED DOCUMENTS

These associated documents are available on the [DLI Policy page](#):

- Diversity, Equity and Inclusion (DLI) Policy
- Privacy (DLI) Policy

PROCEDURE DETAIL	
Name of procedure	Workplace Adjustments (DLI) Procedure
Overarching policy	Diversity, Equity and Inclusion (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	14 December 2025
Date of effect	15 December 2025
Date of review	Within 12 months of approval.
DLI Approval	Joint Management Committee 12 December 2025
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy or procedure superseded	Not applicable
Associated documents	Diversity, Equity and Inclusion (DLI) Policy Privacy (DLI) Policy
Summary	This procedure sets out the process for how DLI will support people with temporary or permanent disability or medical conditions to safely perform in all aspects of employment. It ensures compliance with legal, ethical and institutional standards.
Key words for online searching	Privacy, disability, medical, disclosure.
Category	Governance
Target audience	Staff, associates